
WEB JOB POSTING

CENTER SUPERVISOR

RESPONSIBILITIES:

The City of Tullahoma is accepting applications for the part-time position of Center Supervisor. The Center Supervisor is responsible for enforcing the rules and regulations of the community center, providing information about the facility and programs, reserving recreation facilities, handling customer inquiries, accepting fees and performing custodial duties.

REQUIREMENTS:

Candidates must have a high school diploma or GED. College degree or courses are preferable. Applicants must have experience dealing with the public and the ability to work flexible hours.

BENEFITS:

This is a part-time position with an hourly rate of \$8.37-\$8.54 per hour. Work hours are scheduled in shifts during the following operating hours: Monday – Friday: 6:00am-9:00pm, Saturday: 9:00am-5:00pm and Sunday: 12:00pm-5:00pm.

RECRUITMENT:

Individuals interested in applying for this position can:

- Application available on-line at www.tullahomatn.gov. Print application, complete and return to the HR Department at City Hall, 201 W. Grundy St., Tullahoma. Applications can be emailed to cbrice@tullahomatn.gov, sent by fax to 931-455-2782 or mailed to the PO Box below.
- Complete an application at Tullahoma Career Center
111 E. Lincoln Street, Tullahoma, TN 37388
- Mail a resume to:
City of Tullahoma, Attn: HR Department
P.O. Box 807, Tullahoma, TN 37388

Or email a resume to cbrice@tullahomatn.gov

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

Posted: *February 21, 2014*

Closes: *until filled*